



CITY of LAS VEGAS

Department of Human Resources

OPEN (Job Code Ø679639Ø90)
LEGISLATIVE OFFICER

APPROXIMATE MONTHLY SALARY RANGE: \$4,770 to \$8,481

OPENING DATE: September 29, 2006 at 8 a.m.
FILING DEADLINE: October 12, 2006 at 4:30 p.m.

LAS VEGAS CITY
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HUMAN RESOURCES
F. CLAUDETTE ENUS

(Please attach a copy of any required license(s), certificate(s) and/or degree to your application)

For a college or university degree earned outside of the United States please attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

We are currently recruiting for the position of Legislative Officer. This is an Appointive (Non-Civil Service) position. **INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

MINIMUM QUALIFICATIONS: Bachelor's Degree from an accredited college or university with major in business, public administration or a field related to the essential functions. A Master's Degree in a field related to the essential functions is preferred. Directly related work experience may substitute for up to two years of the college degree, at a rate of 1.5 years of experience to each year of education. Four years of professional experience performing administrative, budgetary, operational or similar analyses and studies. Experience in a public agency setting with emphasis in various legislative-related activities is desirable. Prior lead or supervisory experience is desirable.

SPECIAL REQUIREMENT: Must travel by air and ground transportation to attend meetings both locally and in Carson City. Will reside in Carson City during the months the state legislature is in session.

SELECTION PROCESS: Interested and qualified applicants must submit a **CURRENT** city of Las Vegas application and a detailed resume by the filing deadline at the city of Las Vegas, Department of Human Resources, Second Floor of City Hall, 400 Stewart Avenue or you can download an application from our website, www.lasvegasnevada.gov. **The selection process will consist of a review of all applications and resumes with only the most qualified participating in an interview. Final candidate selection will include hiring interview (if applicable).** Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check. Some positions may require preliminary background checks.

Duties may include, but are not limited to the following:

ESSENTIAL FUNCTIONS: Coordinate legislative and policy-related intergovernmental activities. Plan and organize complex administrative, operational, budgetary or other studies with city-wide or major internal operational or funding impact; research and prepare reports regarding current and emerging legislative issues. Produce periodic agenda items and report on legislative issues. Coordinate the development of the state and federal legislative package which supports the city's objectives. Develop procedures for communication and coordination of issues and bill responses during state and federal legislative session. Develop informational network and contacts with departments to be used during legislative session; develop and maintain effective working relationships with internal departments, federal, state and local governments, state legislators, legislative counsel bureau staff, and related entities and agencies; coordinate activities with other jurisdictions on issues of common interest; participate with the Urban Consortium, National and Nevada League of Cities, and United States Conference of Mayors on relevant governmental issues. Monitor progress and recommendations of interim legislative committees, city bill draft requests and other legislation that may have an impact on the city; maintain up-to-date knowledge regarding legislative activities affecting the city. Confer with city management and department heads to ensure coordinated and effective responses during legislative sessions and in interim studies; coordinate and conduct pre- and post-session meetings with department designees to discuss key legislative issues; coordinate analysis from city departments regarding the effect of pending legislation. Coordinate activities of contract lobbyist; provide lead direction and training to other city legislative professional and support staff; train and direct activities of clerical personnel in Carson City during legislative session; develop and provide training seminars for staff and site contacts on legislative process. Maintain calendar of significant legislative events and coordinate assignment of staff attendance. Create fiscally responsible guidelines that allow for maximum efficiency and effectiveness of the city during the legislative session and interim sessions. Create and monitor legislative team budget; develop expense report submittal and reimbursement process for use during sessions; communicate federal, state and local guidelines to city lobby team related to expenditures and lobbyist registration. Represent the city at the state legislature in Carson City during the time the legislature is in session; facilitate introductions of key individuals providing testimony to legislators; regularly attend legislative, policy-related or widely attended events outside of normal city hours. Attend and participate in professional conferences and group meetings; serve on various task forces or committees as requested. Write and provide testimony to legislative committees during interim and at session; evaluate effectiveness of legislative efforts and prepare report for city management. Maintain accurate records and files related to the areas of assignment; prepare technical, statistical and narrative reports, correspondence and other written materials. Contribute to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team; may lead, plan and direct the work of professional, technical, or office support staff on a project basis.

PLEASE SEE NEXT PAGE FOR ADDITIONAL INFORMATION

You may be evaluated on your:

Knowledge of: Principles and practices of public administration and the legislative process. Administrative principles and practices, including goal setting and program development, implementation and evaluation. Operational principles and concepts related to legislative activity. Principles and practices of budget development and administration. Project management and analytical techniques. Oral and written English usage, spelling, grammar and punctuation. Computer applications related to the work. Standard office practices, procedures and equipment, including a personal computer and common office software applications. Records management principles and practices. Techniques for dealing with the public and government officials, in person and over the telephone. Basic principles and practices of lead supervision. Pertinent federal, state and local laws, codes, regulations.

Ability to: Plan, direct and review the work of others on a project or day-to-day basis. Develop and implement goals, objectives, guidelines and work standards. Compile and review budget figures. Conduct research and analysis. Use a personal computer and standard applications. Independently perform professional analytical and programmatic work in the area(s) to which assigned, carrying projects through to completion. Research, analyze and evaluate programs, policies and procedures. Use initiative and independent judgment within general policy guidelines. Interpret, apply and explain applicable laws, codes and regulations. Set and adjust priorities in a rapidly changing environment. Plan, organize and prioritize assignments. Meet critical deadlines. Manage multiple assignments. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar. Maintain and direct the maintenance of accurate records and files. Prepare clear and concise reports, correspondence and other written materials. Contribute effectively to the accomplishment of team or work unit goals, objectives and activities. Establish and maintain effective working relationships with those contacted in the course of the work. Work successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and on the telephone. Prepare clear and concise reports. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; and operating assigned equipment. Maintain mental capacity which allows the capability of: making sound decisions; effective interaction and communication with others; and demonstrating intellectual capabilities. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time; and operating assigned equipment.

Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.

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